



Republic of the Marshall Islands
Office of the Public Service Commission

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PUBLIC SERVICE INSTRUCTION
2017/005

Application of Overtime

Pursuant to the functions and powers vested in it by the Constitution of the Republic of the Marshall Islands, Article VII, Section 9, and the Public Service Regulation 36(1),(2) "Additional Hours of Duty", the Commission hereby issue Instruction Number 2017/005, to replace PSC Instruction 2010/02 and shall read as follows:

The application of Overtime for Public Service Employee shall be provided under the following conditions:

1. An employee that is required and/or called upon by his/her supervisor to work overtime shall be entitled to a maximum of eight (8) hours at per incident and not to exceed 32 hours per pay period.
2. Notwithstanding section (1) of this instruction, employees at PL 10/1 or \$18,000 per annum and above are allowed maximum of 8 regular excess hours per incident and not to exceed 32 hours per pay period.
3. Overtime compensation shall be given only to the personnel who has successfully worked the required 80 working hours for the given pay period, and whose claimed overtime hours are in excess of the regular 80 working hours.
4. Overtime request shall be accompanied by the following:
 - i. An approved timesheet by the Head of the Ministry;
 - ii. approved Roster or schedules by the relevant unit/division supervisor;
 - iii. Copies of the timecards and timesheet approved by the ministry/agency's timekeeper
 - iv. Signed cover memo from the requesting ministry to the Commission; and
 - v. approval of the Commission
5. Overtime calculation shall be based on number of hours rendered (not to exceed 32 hours per pay period) x hourly rates x 1.5 (time and half)

Eg# 1). Employees with PL 9 and below

Nos of hrs rendered	Hourly rates x 1.5	Total
8 overtime hours	6.27x 8 x1.5 (PL9/1)	\$75.24

Eg#2 – Employee with PL 10 and above

Nos of hrs rendered	Hourly rates @ regular excess hours	Total
8 overtime hours	8.65 x 8 x 1 (PL 10/1)	\$69.20

Donald F. Capelle
 Chairman

Jiba B. Kabua
 Commissioner

Justina R. Langidrik
 Commissioner